



CITY PROPERTY USE APPLICATION AND PERMIT
(Use of City Building, Street, Parking Lot, Sidewalk, and Properties)

▶ ORGANIZATION NAME: _____

▶ ORGANIZATION ADDRESS: _____

▶ RESPONSIBLE PARTY NAME: _____

▶ RESPONSIBLE PARTY PHONE: _____

▶ RESPONSIBLE PARTY E-MAIL: _____

▶ The applicant requests a permit to use the following City of Williamston property. For streets and sidewalks indicate cross streets or addresses which border the section requested for use.

- McCormick Park Howard Dahlstrom Memorial Park
- City Parking Lot (indicate below) Streets and/or sidewalks (explain below)
- Banner above the street, state what banner will say below Other (indicate below)

▶ For all temporary event signs (besides an above the street banner), applicant must contact the Zoning Department and complete a separate Sign Permit Application.

▶ The applicant requests a permit to use the indicated City property between the hours of _____ am/pm and _____ am/pm on the following dates/days. A maximum of six months from the date application is received is allowed.

DATE: _____

▶ Purpose of Reservation: _____

▶ Proof of insurance must be provided with this application, naming the City of Williamston as an insured, for items under #4 of the standard provisions. Name of Insurance Company: _____

▶ Will alcohol be served? _____
(No alcohol is permitted in City parks. Alcoholic beverages are prohibited except as indicated in Parks and Recreation Chapter 38, section 38-3 of the City ordinance.)

I agree to all the standard provisions as listed on this application:

▶ _____
Applicant's signature (and title where applicable) Date

City Use Only	Entered in schedule by:	Date:
Police Chief:	Approved/Denied	Date:
City Engineer/DPW:	Approved/Denied	Date:
City Clerk:	Approved/Denied	Date:
*City Manager, and/or *City Council:	Approved/Denied	Date:

*If requested

STANDARD PROVISIONS – USE OF CITY BUILDING, STREET, PARKING LOT, SIDEWALK AND PROPERTIES

1. **SPECIFICATIONS** - All activities conducted under this permit must be done in accordance with the plans and statements filed with the application.
2. **FEES AND COSTS** - The permit holder shall be responsible for all fees incurred by the City of Williamston in connection with this permit and shall deposit estimated fees and costs as determined by the City Clerk at the time the permit is issued.
3. **BOND** - The permit holder may be required to provide a cash deposit, letter of credit or bond in a form and amount acceptable to the City of Williamston at the time the permit is issued.
4. **INSURANCE** - The permit holder shall furnish proof of liability and property damage insurance in the amount stated of up to \$500,000.00 in the event of injury to or death of more than one person and for the payment of \$100,000.00 for property damages, naming the City of Williamston as an insured. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without ten (10) days advance written notice by certified mail with the return receipt required to the City. This must be furnished for:
 - a. Use of City parking lot
 - b. Use of City streets
 - c. Use/blockage of sidewalk for construction purposes
5. **INDEMNIFICATION** - The permit holder shall hold harmless, and indemnify and keep indemnified the City of Williamston, its officers and employees from all claims, suits and judgments to which the City, its officers or employees may be subject to and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property, including property of the City, whether due to the negligence of permit holder or the joint negligence of the permit holder and the City, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting from failure to comply with the terms of this permit, or arising out of the continued existence of the work product which is the subject of this permit.
6. **NOTIFICATION OF START AND COMPLETION OF WORK** - All activities shall be carried on only during the period set forth in the permit applying to said activities.
7. **TIME RESTRICTIONS** - All activities shall be carried on only during the period set forth in the permit applying to said activities.
8. **SAFETY** - The permit holder agrees to conduct all activities allowed under the permit in a safe manner and to keep the area affected by the permit in a safe condition at all times.
9. **RESTORATION AND REPAIR** - The permit holder agrees to restore the property used to the condition prior to the permit holder's use.
10. **LIMITATION OF PERMIT** - The permit does not relieve the permit holder from meeting other applicable laws and regulations of other agencies. The permit holder is responsible for obtaining additional permits or releases which may be required in connection with the activity from other governmental agencies, public utilities, corporations and individuals, including property owners. Permission may be required from the adjoining property owners.
11. **VIOLATION OF PERMIT** - The permit shall become immediately null and void if the permit holder violates the terms of the permit, and the City may require immediate removal of the permit holder's facilities, or the City may remove them without notice at the permit holder's expense.
12. **ASSIGNABILITY** - The permit may not be assigned without the prior approval of the City. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all the terms of the permit.
13. **TRAFFIC CONTROL/PEDESTRIAN SAFETY** – The permit holder is responsible for providing traffic control barricades, devices and signage conforming to MIOSHA and MDOT requirements for activities that impact vehicular and pedestrian traffic on streets, parking lots and sidewalk areas.
14. **PUBLIC SAFETY AND CLEAN UP EXPENSES** - The permit holder agrees to pay the City all costs and expenses not ordinarily expected to be incurred, for any clean-up, public safety (including extra Police services) or Department of Public Works expenses incurred by the City occasioned by the issuance of the permit or conduct of the activity for which the permit was applied.

PARADE NOTE, PUBLIC SAFETY:
For public safety purposes participants walking in a parade should gently toss candy as close as possible to spectators. Parade participants should not throw candy from any type of vehicle or float or into the roadway, as this action can create potential hazards between spectators and parade traffic.
15. **BANNER** – Specifications – height, minimum 24 inches, maximum 36 inches; length, minimum 20 feet, maximum 25 feet. Grommets on all 4 corners and across top and bottom, double-reinforced border.